

LEE COUNTY SOCIAL SERVICES

POSITION ANNOUNCEMENT

POSTING: INSIDE/OUTSIDE 11/4/2013
POSITION: PROCESSING ASSISTANT III - Administration

DATE AVAILABLE: 12/17/2013

SALARY/GRADE: GRADE 57 \$25,329.00 (hiring rate)
RANGE \$25,329-\$35,460

DUTIES/RESPONSIBILITIES: This position has three major purposes. The first one is to process all incoming and outgoing mail and distribute to the various departments. Mail accounts for about 40% of this worker's time. This position is responsible for accounts receivable with verifying, logging, and receipting all monies coming into our agency. This worker is responsible for the security of the Financial Resources Report and the Beneficiary Earnings Exchange Report and Interstate/VA Match Reports. Reports are sorted, logged, and distributed to supervisors. Master sheets are kept under lock and key. Other duties include - receive and distribute agency supplies, keep supply rooms neat, responsible for maintaining our county and state equipment inventories, calls repairmen on equipment that needs repair, logs out the check request voucher books to workers, and orders state and in-house forms. This person must be able to lift up to 50lbs.

Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.

MINIMUM EDUCATION/EXPERIENCE: Graduation from high school (or GED) and one year clerical experience.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: November 13, 2013 at 5:00pm.

Submit a completed State Application to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

Pre-employment drug screening required.

EQUAL OPPORTUNITY EMPLOYER